

From: [Sheldrake, Beth](#)
To: [Adams, Mikeal](#)
Cc: [Webster, Susan](#); [Vanderboom, Eric](#); [R6HarveyLSC](#); [R6HarveyInfo](#)
Subject: Re: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions - R6H1HarveyResponse
Date: Tuesday, September 5, 2017 4:51:35 PM

Thanks, Mikeal. I just wanted to confirm that Eric's demobe date is 9/25, not 9/10.

Beth Sheldrake, Acting ER Manager
EPA Region 10
P: 206-553-0220
C: 206-890-2827

On Sep 5, 2017, at 2:23 PM, Adams, Mikeal <adams.mikeal@epa.gov> wrote:

Eric Vanderbloom –

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Houston, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive at 9:00 am, on 9/5/2017. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at R6HarveryLSC@epa.gov.

Position/assignment and Asset Tracker Number: 36295

Command Post: Bravo, 13411 Hillard Road, Houston, TX 77034

Arrival Date: 9/5/2017

Demo Date: 9/10/2017

POC at Command Post: Warren Zehner

Lodging: Hyatt Place Houston Katy, 1401 N. Westgreen Blvd., Katy, TX 77449

Mode of Transportation: **You are responsible for your own air travel reservations and rental car reservations.** REOC Logistics has secured your Hotel.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

<!--[if !supportLists]-->1. <!--[endif]-->**Prepare Travel Authorization (TA) per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code to TA and route through regional process for approval and authorization.**

<!--[if !supportLists]-->2. <!--[endif]-->**Ensure work schedule in People Plus is recorded as regular 8 hour day.**

<!--[if !supportLists]-->3. <!--[endif]-->**Overtime request form:**

<!--[if !supportLists]-->a. <!--[endif]-->**Outside Region 6 - Complete overtime, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and pdf copy to R6HarveyREOC_FCS@epa.gov mail box. Include “overtime request” in the subject line.**

<!--[if !supportLists]-->b. <!--[endif]-->**Region 6 employees, overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from response, complete approved overtime form and pdf copy to R6HarveyREOC_FCS@epa.gov mail box. Include “overtime request” in the subject line.**

<!--[if !supportLists]-->4. <!--[endif]-->**UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704.**

TA Accounting Code:

DCN: RP7

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

Thank you,
Mike Adams
Hurricane Harvey Response Team
REOC Dallas
214-665-6711

From: Webster, Susan

Sent: Tuesday, September 05, 2017 3:23 PM

To: Adams, Mikeal <adams.mikeal@epa.gov>

Cc: Sheldrake, Beth <sheldrake.beth@epa.gov>

Subject: FW: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions

Please send 1 pager asap.

Susan Webster
Deputy RIC
Hurricane Harvey

US EPA Region 6
214.789.2667

From: Sheldrake, Beth
Sent: Tuesday, September 05, 2017 3:20 PM
To: Webster, Susan <webster.susan@epa.gov>
Cc: Williams, David (R7) <Williams.Dave@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>
Subject: RE: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions

Hi, Susan. I caught Eric but he was on the plane with doors closing. However, he can stay until 9/25 (just needs to be back in Boise no later than 9/27). Can you please send your one pager logistics package so he knows where to go in Houston? He has a rental car but no hotel for tonight. Sorry about prematurely pulling that trigger.

I told our other OSC (Angie Zavala) to hold for now. She is available to deploy on or around 9/9 for 2 weeks but needs to be back in Seattle NLT than 9/26 because she is getting married the first weekend of October. By the way, she is fluent in Spanish.

We are still working on the Community Liaison positions and other non-OSCs field folks.

Hang in there!!

Beth Sheldrake | Emergency Response Manager
U.S. Environmental Protection Agency | Region 10
Office of Environmental Cleanup
p: 206.553.0220 | c: 206.890-1827 | 24 hr: 206.553.1263
sheldrake.beth@epa.gov

From: Webster, Susan
Sent: Tuesday, September 05, 2017 1:07 PM
To: Sheldrake, Beth <sheldrake.beth@epa.gov>
Cc: Williams, David (R7) <Williams.Dave@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>
Subject: RE: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions

Per my call, thank you!

Let me know if Eric is in the air or can be in Houston 9/10 for 2 week deployment.
Paused on the 2nd OSC – plan for rotation next week for 2nd OSC. Susan

Susan Webster
Deputy RIC
Hurricane Harvey
US EPA Region 6
214.789.2667

From: Sheldrake, Beth
Sent: Tuesday, September 05, 2017 1:38 PM
To: R6HarveyLSC <R6HarveyLSC@epa.gov>; R6HarveyLSC_sg <R6HarveyLSC_sg@epa.gov>
Cc: Webster, Susan <webster.susan@epa.gov>; Williams, David (R7) <Williams.Dave@epa.gov>
Subject: FW: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions

R6 Harvey Logistics -

See below, we have 2 OSCs ready to deploy for your staging area resource needs. OSC Eric Vanderboom tentatively has a flight out of Boise, Idaho at 2:25 mountain today (arriving at 9:15 pm in Houston today) but I can have him change to tomorrow. Please let me know ASAP and look forward to receiving the short-sheet logistics package.

Beth Sheldrake | Acting Emergency Response Manager
U.S. Environmental Protection Agency | Region 10
Office of Environmental Cleanup
p: 206.553.0220 | c: 206.890-1827 | 24 hr: 206.553.1263
sheldrake.beth@epa.gov

From: Sheldrake, Beth
Sent: Tuesday, September 05, 2017 11:12 AM
To: Webster, Susan <webster.susan@epa.gov>
Subject: RE: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20 Staging Area Resource Positions

Susan – can you please send me the deployment short sheet ASAP? We have 2 Region 10 OSCs who are available to deploy late today or early tomorrow for the staging area resource positions. (Angie Zavala and Eric Vanderboom)

Beth Sheldrake | Acting Emergency Response Manager

From: Webster, Susan

Sent: Monday, September 04, 2017 10:40 PM

To: OLEM OEM REMOVAL MANAGERS <OLEMOEMREMOVALMANAGERS@epa.gov>;
EOC Documentation <EOC_Documentation@epa.gov>; EOC_Scheduler
<EOC_Scheduler@epa.gov>; Atencio, Kathie <Atencio.Kathie@epa.gov>; Ackerman,
Joyce <Ackerman.Joyce@epa.gov>; Matsinger, Josie <Matsinger.Josie@epa.gov>;
Artemis, Tina <Artemis.Tina@epa.gov>; Chavez, Luke <Chavez.Luke@epa.gov>

Cc: R6HarveyRICT <R6HarveyRICT@epa.gov>

Subject: R6 Hurricane Harvey Request for 50 Community Liaison Positions and 20
Staging Area Resource Positions

In preparation for the RM call, the following information on positions is provided:

1. Community Liaison position (Request for 50)

a. Skill set/duties expected

- <!--[if !supportLists]--> i. <!--[endif]-->Interact with affected communities in the devastated area, with focus on EPA-related forms of assistance (household hazardous waste, mold, segregation of hazardous materials, etc).
- <!--[if !supportLists]--> ii. <!--[endif]-->Ability to work a minimum of 7 days, 14 preferred. Not including travel to and from check-in location.

b. Health and safety and medical requirements

- <!--[if !supportLists]--> i. <!--[endif]-->Hepatitis A and current tetanus (within 5 years) vaccination or a signed declination form
- <!--[if !supportLists]--> ii. <!--[endif]-->Pre- and post-deployment medical screening
- <!--[if !supportLists]--> iii. <!--[endif]-->24-hour field safety training (on-line class acceptable) with current 8-hour refresher
- <!--[if !supportLists]--> iv. <!--[endif]-->Onsite health and safety orientation

c. Personal protective equipment

- <!--[if !supportLists]--> i. <!--[endif]-->Steel-toed boots

2. Staging Area Resource position (Request for 20)

a. Skill set/duties expected

- <!--[if !supportLists]--> i. <!--[endif]-->The duties of this position have not been fully defined; for lack of a better descriptor, they are being described in the Personnel Resource

Log as "OPS Staging Area Resource."

- <!--[if !supportLists]--> ii. <!--[endif]-->Duties are expected to include collection pad management; sampling or overseeing of various media (soil, water, air) as needed; assisting with hazard assessment; assisting with orphan container recon; and assisting at the incident command post.
- <!--[if !supportLists]--> iii. <!--[endif]-->Specific duties will be paired to personnel skills to the extent possible.
- <!--[if !supportLists]--> iv. <!--[endif]-->Ability to work a minimum of 14 days. Not including travel to and from check-in location.

b. Health and safety and medical requirements

- <!--[if !supportLists]--> i. <!--[endif]-->Enrollment in Occupational Medical Surveillance program.
- <!--[if !supportLists]--> ii. <!--[endif]-->Hepatitis A and current tetanus (within 5 years) vaccination, or a signed declination form.
- <!--[if !supportLists]--> iii. <!--[endif]-->HAZWOPR training.
- <!--[if !supportLists]--> iv. <!--[endif]-->24-hour field safety training, and current with 8-hour refresher.
- <!--[if !supportLists]--> v. <!--[endif]-->Onsite health and safety orientation.

c. Personal protective equipment

- <!--[if !supportLists]--> i. <!--[endif]-->Steel-toed boots, hard hat, safety glasses, vest, hearing protection.

<Snapshot Sep5.docx>

<Snapshot Sep3.docx>

<Snapshot Sep4.docx>